The symposium publication will be in an A5 booklet format, comprising a short biography and photograph of each author on one page and his/her abstract on the other.

**Absolute close-off date for Abstracts: Friday 8\textsuperscript{th} September 2017 at 12pm!**

**Please ask your Supervisor to check your abstract before sending it to us.**

Here is some information to help with writing your abstract and biographical statement. See next sheet for information on Profiles.

1. Submissions **must** be made on the Pacific Voices Abstract Submission Form. Download and save this from [http://www.otago.ac.nz/pacific](http://www.otago.ac.nz/pacific) under Current Student/Postgraduate Studies/Pacific Voices Postgraduate Symposium

2. Use 12pt font, Times New Roman, single-line spacing and left justification

3. Abstracts should **not exceed 250 words**

4. Biographical statements should **not exceed 55 words**

5. Title of abstract – this should summarise the main point of your project and **not exceed 15 words**

6. An abstract should be a self-contained description of your work. People reading your abstract should get a clear sense of:
   - What your research question is
   - How you are doing it, and
   - What you have found so far.

7. In other words, it should be structured so that it first describes the research question or aim of your research, followed by a description of your methodology, your results (to date) and brief conclusions about what your results mean within the broader context of your research.

8. For many of you, perhaps your work is still evolving and, in some cases, you won’t have clear results. It is fine to report what you have found so far and to offer tentative
conclusions. Others of you may not yet have done any fieldwork and would therefore just want to talk about what you expect to find, given your initial research.

9. Footnotes – should you need to cite other studies in your abstract, please observe the preferred style:
   a. Use a superscript in the text to cite an author or authors

   Example 1 Tokelau\(^1\) identifies globalisation as coinciding with intra-firm trade.

   Example 2 Energetically, extracting electrons from water is thermodynamically unfavourable and the unknown mechanism that PSII uses to perform this task, using a tetra-manganese (Mn) cluster, has generated much interest.\(^2\)

   b. At the end of the abstract list all the references, using APA Style, in numerical order as footnotes. See below for examples.

10. Keywords – supply three or four key words or phrases pertaining to your research. (If phrases are included, the overall word-count should not exceed eight words.)

11. Biographical statement – you must also provide: a brief biography of yourself, of no more than 55 words. The required details for this are explained on the Abstract Submission Form and include:
   - the name of the academic department/unit to which you belong
   - your supervisor’s name
   - your email address so that anyone interested in your research may contact you.

12. Send your Submission Form (abstract and brief biography) as an email attachment no later than 12pm Friday 8th September, 2017 to pacific@otago.ac.nz. The subject line should read PVXIV Abstract or PVXIV Profile [and your surname].\(^3\)

13. Students are strongly encouraged to join in the regular monthly meetings of the Pacific Postgraduate Reference Group at the Pacific Islands Centre to find out more about this programme. Watch your Puletini for details of meeting dates and the schedule of student presenters. All welcome.

14. During the process of completing your submission, you may have queries or want guidance specific to your own abstract. You are very welcome to email either of the addresses given below and an appropriate person will get in touch with you as quickly as possible.

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3 You do not need to submit a photograph of yourself for the Pacific Voices publication. For standardisation and processing reasons, photos will be downloaded from the PIMS database.
Criteria for prioritised selection to present in the Pacific Voices Symposium

1. Pacific postgraduate students recently completed (or in final year of) their research in any academic field
2. Pacific postgraduate students in any academic field doing a taught Masters/Dissertation or report as part of their postgrad degree.
3. Non-Pacific postgraduate students undertaking research in any Pacific-related field.

The Pacific Voices Postgraduate Symposium is an established, recognised forum for presenting one’s research and projects. In any year, however, we may have more students than speaking slots available within a single day. The above criteria are used to determine who gets a chance to speak. **Please be sure to indicate on your Abstract Submission Form your availability (or not) to present at the Symposium so that we have an accurate picture of the available cohort.**

Whether or not you present your work in the Symposium, if your abstract or Profile has been accepted by the Editorial Team, it and your biographical statement will be included in the Pacific Voices publication.

Best wishes

The Pacific Voices XIV Editorial Team

**Contact addresses:**
Pacific Islands Centre  [pacific@otago.ac.nz](mailto:pacific@otago.ac.nz)
Alison Finigan – Project Officer  [afinigan11@gmail.com](mailto:afinigan11@gmail.com)

**Editorial Team:**
Dr Michelle Schaaf
Dr Rose Richards

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4 Poster presentation is also available as a limited option (for up to three students). Please note, however, that assistance with production costs is not provided.